

25 AUG 1960

MEMORANDUM FOR: Members of the OTR Education Committee

SUBJECT : Scheduled Meeting

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1. A meeting of the OTR Education Committee will be held on 29 September 1960 at 1300 hours in the OTR Conference Room, Building [REDACTED] As this is the first meeting for the new "academic year" your attendance is desired. In case you cannot attend this meeting it is requested that you contact the writer and suggest an alternate.

2. The purpose of the September meeting will be to consider the Final Course Report format and procedure. Will you please accumulate pertinent information on this Report as applicable and needed by your School and be prepared to suggest an appropriate standard format and procedure to be recommended to DTR. ✓

3. All the material for the Instructor Handbook is in, and editorial work is proceeding as rapidly as possible. ✓

4. The Training Report material was approved in June by the DTR with modifications (shortening) to the instructions and proposed Notice. It is now being coordinated with the School and Staff Chiefs. ✓

5. Another possible agenda item will be the control and distribution of written training materials produced by OTR.

to "Final Report" "How to meet the Course" (Check for overruns.)

[Handwritten signature]

[REDACTED]

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Educational Specialist

~~JOB NO. BOX NO. FLD NO. DOC. NO. 56 NO CHANGE~~
~~IN CLASS/ DECLASS/ CLASS CHANGED TO: TS 3 C RET. JUST. 22~~
~~NEXT REV DATE 09 REV DATE 10/1/75 REVIEWER 11995 TYPE DOC. 02~~
~~NO. PGS. / CREATION DATE ORG COMP // OPI // ORG CLASS~~
~~REV CLASS / REV COORD. AUTH: HR 70-3~~